

NGB Staff Summary Sheet

To	Action	Signature (Surname), Grade, Date	To	Action	Signature (Surname), Grade, Date
NGB-ARS	Review	GARDINER SUSAN B 122929	ARZ-DS	Edit	HERETICK JANICE W. 1230460686
NGB-ART	Concur W/ART changes.	MOORE ROBERT J 1189007	ACofS	Review	Mr. Gerard Winters, 12 Feb 2009
NGB-ARH	Review	E Signed by Mr. William Winters NGB-ARH Policy Memo XX-XXX	DDARNG	Review	
NGB-JA	Review	COL Owens, 29 Dec 08	DARNG	Sign	
NGB-IG	Noted	Mr. Byrd YC03, 03 Feb 09			
G1	Review	ETZEL ROBERT J 1189007			
ARZ-DSA	Format	HINES ANTHONY J 1185709606			

Grade and Surname of Action Officer CPT Brugato, Nicole	Symbol NGB-ARH	Phone 703-607-5877	Suspense Date 10 SEP 2008
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Subject (0805854) State Officer Candidate School (OCS) Enrollment and Commissioning Criteria (NGB-ARH Policy Memo XX-XXX)	SSS Date 20 AUG 2008 0942:22
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Summary

- Purpose.** To provide guidance on waivers to the States and Territories regarding the enrollment eligibility for Soldiers into State and Federal OCS programs. Establishes guidance that waivers for civil convictions must be submitted prior to the Soldier being enrolled in OCS and passes down guidance to allow Soldiers to be appointed with interim security clearance.
- Background.** Currently, there isn't a standardized policy in place to assist States and Territories in determining the timeline for submitting requests for waivers for OCS. There are a significant number of waivers requested with less than 1 month before the Soldier is scheduled to graduate from OCS, which puts undue burden on NGB to approve waivers for Soldiers who are not necessarily eligible.
- Discussion.** States and Territories are requesting waivers with less than 1 month until a Soldier graduates. If the Soldier is disapproved, then the State has wasted money by sending the Soldier to OCS, and it puts undue burden on NGB to approve waivers for Soldiers who would not otherwise be approved.
- Recommendation.** The DARNG sign the memorandum.

TABs

- Memorandum
- Memo, DCS-G1, 29 Jul 08



NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-1382

NGB-ARH

13 February 2009

MEMORANDUM FOR Military Personnel Management Officers of all States, Puerto Rico, the US Virgin Islands, Guam, and the District of Columbia

SUBJECT: State Officer Candidate School (OCS) Enrollment and Commissioning Criteria (NGB-ARH Policy Memo 09-006)

1. References:

- a. Memorandum, DCS-G1, DAPE-MPO, 29 Jul 08, subject: Exception to Policy to Appoint Officers Commissioned through Federal/State Officer Candidate School and Warrant Officer Candidate School with an Interim Security Clearance Pending Final Clearance Adjudication.
- b. Army Regulation 135-100, Appointment of Commissioned and Warrant Officers of the Army, 1 Sep 94.
- c. Army Regulation 350-51, United States Army Officer Candidate School, 11 Jun 01.
- d. Army Regulation 350-1, Army Training and Education, 9 Apr 03.
- e. Army Regulation 40-501, Standards of Medical Fitness, 14 Dec 07.
- f. Army Regulation 600-8-19, Enlisted Promotions and Reductions, 20 Mar 08.
- g. National Guard Regulation (AR) 351-5, State Military Academies, 16 Dec 85.
- h. National Guard Regulation (AR) 600-100, Commissioned Officers—Federal Recognition and Related Personnel Actions, 15 Apr 94.

2. This policy memorandum supersedes all previous ARNG policies and All States Memorandums regarding State OCS enrollment and commissioning criteria.

3. Waiver Authority. Waivers and Exceptions to Policy will be considered on a case-by-case basis by the appropriate offices as indicated in the criteria.

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a. All waivers must be approved prior to the Soldier enrolling in OCS.

b. Approved waivers must be included with the Federal Recognition application, NGB Form 62E.

4. Eligibility Criteria.

a. Age.

(1) Minimum age. Age for enrollment into OCS is 18, if appointment as a commissioned officer at this age is permitted by State law.

(2) Maximum age. Candidates must be commissioned prior to their 42d birthday. No age waiver is required up to the maximum age of 41 years and 364 days.

b. Citizenship. Candidates must possess or attain United States citizenship prior to appointment. Dual citizenship is not permitted. Candidates who hold dual citizenship with a foreign nation must relinquish the foreign citizenship prior to appointment.

c. Test Scores.

(1) Applicants must achieve a General Technical Aptitude Area (GT) score of 110 or higher on the Armed Services Vocational Aptitude Battery (ASVAB). This requirement is non-waiverable.

(2) Scores are not required for Scholastic Assessment Test or American College Testing.

d. Education. Applicants must possess a high school diploma or General Education Development diploma. All applicants must provide a copy of the most current transcript from an accredited college or university, documenting a minimum of 60 earned semester hours prior to enrollment into the OCS program. Candidates must attain a minimum of 90 earned semester hours toward an accredited degree and submit a certified copy of the most recent transcript documenting the credits prior to initial appointment. Additionally, candidates who are still working toward a bachelor's degree must submit an approved degree completion plan prior to initial appointment. Candidates applying for the accelerated or Federal OCS must have earned 90 semester hours prior to the start of the OCS class. Certified transcripts and a degree completion plan must be submitted as referenced above. Officers should be counseled that completion of an accredited baccalaureate degree is required to be eligible for promotion to the grade of Captain and

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that they must complete the appropriate branch Basic Officer Leadership Course within 24 months of commissioning.

e. Medical.

(1) Officer candidates must pass a physical examination in accordance with AR 40-501, Chapter 2, prior to the first day of OCS. In exceptional circumstances, The Adjutant General (TAG) may authorize a candidate to start OCS without a completed physical. The candidate must complete the physical NLT 90 days following completion of OCS Phase I or be disenrolled. Candidates allowed to enroll into OCS pending the physical must be counseled in writing that they may later be disenrolled in the event that physical defects, injuries, or diseases, which are classified as disqualifying in nature, are discovered in the course of the physical. Applicants for OCS must meet all procurement medical fitness standards as prescribed in AR 40-501, Chapter 2 or receive all necessary waivers for disqualifying conditions from NGB-ARS (see subparagraph 4). Admission into OCS prior to taking or passing the physical does not guarantee later qualification or waiver.

(2) Chapter 2 physicals are valid for appointment for 2 years from the date of examination, provided that there is no significant change in the individual's medical condition. If the Chapter 2 physical is more than 1 year old at the time of commissioning, the Soldier must complete a Periodic Health Assessment (PHA). The State Surgeon or appointed medical officer must screen and approve the PHA. A copy of the PHA, DD Form 2807-1, and DD Form 2808 must accompany the applicant's OCS enrollment packet.

(3) Initial AR 40-501, Chapter 4 physicals approved by the US Army Aeromedical Center, Fort Rucker, Alabama, fulfill Chapter 2 physical requirements. However, a Class 2 Maintenance Examination does not fulfill Chapter 2 physical requirements. The additional requirements beyond a Class 2 physical, which comprise a Chapter 2 physical, are found in AR 40-501, paragraph 8-12.

(4) Send all requests for medical waivers using the Guard Electronic Medical Record (GEMR), along with the documentation listed below, to: National Guard Bureau, Office of the Chief Surgeon (NGB-ARS), 111 South George Mason Drive, Arlington, VA 22204-1382.

- Original DD Form 2807-1, DD Form 2808, and PHA (if applicable).
- Last two Periodic Health Assessments.
- DA Form 3349 (if applicable).

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f. **Height/Weight.** Prior to OCS, enrollment applicants must meet the required height and weight standards as reflected in AR 600-9, to include the maximum allowable percent body fat standards.

g. **Body Fat Standards (if applicable).**

h. **Army Physical Fitness Test (APFT).** Applicants must pass the standard three-event APFT in accordance with (IAW) AR 350-1 within 12 months prior to enrollment and within 12 months of commissioning. Soldiers who are not able to take and pass the standard three-event APFT may request a waiver to AR 350-1 to take the alternate APFT. Waiver requests, with a copy of the permanent profile, must be submitted to National Guard Bureau (NGB-ARH), 1411 Jefferson Davis Highway, Arlington, Virginia 22202-3231. Requests will be staffed and submitted to the HQDA, Director of Training, for review and consideration with final determination made by the Deputy Chief of Staff, G3. A certified DA Form 705 must accompany the applicant's OCS enrollment packet.

i. **Security Status.** In accordance with NGR (AR) 600-100, applicants will possess a final secret security clearance. Due to the current security investigation backlog, candidates may be appointed with an interim secret security clearance in accordance with NGB-ARH Policy Memo #07-022, 03 August 2007.

j. **Prior Training.** A current member of the ARNG seeking enrollment into the State OCS Program must have completed basic training and advanced individual training and have served a minimum of 1 year in a Selected Reserve unit prior to enrollment. The OCS enlistment option is a separate program addressed in the Enlistment Criteria Memorandum. Requests for exception to policy, along with all pertinent documentation, must be submitted to NGB-ARH for action.

k. **Vacancy Requirement.** A position vacancy is not required to enroll in the OCS Program. However, assignment to a position vacancy or projected vacancy is required within 180 days of appointment.

l. **Moral/Administrative Qualifications.** Applicants must meet the requirements in accordance with NGR 600-100, Chapter 2. Send all requests for moral and conviction waivers to NGB-ARH.

m. For enrollment, applicants must have sufficient time remaining on their current enlistment contract or must extend the contract sufficiently to complete the course (non-waiverable). Commissioning applicants must be able to complete 20 years of creditable service (non-waiverable). Candidates must complete a minimum of 10 years of

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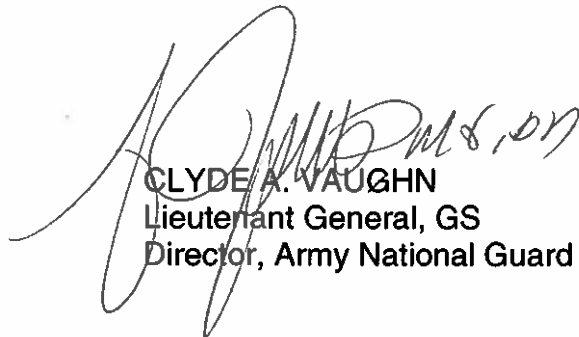
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commissioned service in order to retire at the highest grade successfully held, if they become members of the Active Guard and Reserve (AGR) program.

n. Promotion. Soldiers will be promoted to SGT, with the title of Candidate, 1 day before they enter Candidate status upon enrollment in ARNGUS State OCS, in accordance with AR 600-8-19. Soldiers in the grade of E6 or above remain in their current grade.

o. Branching. A graduate from OCS desiring appointment to the Medical Service (MS) Corps must have a bachelor's degree prior to graduation from the OCS program and must work with the Army Medical Department Recruiting point of contact in his or her State for professional boarding action at the United States Army Recruiting Command, Fort Knox, Kentucky. It is recommended that this process be initiated at least 3 months prior to graduation from OCS in order to be able to be appointed as MS upon graduation.

5. The point of contact is COL David Sheridan, Chief, Personnel Policy and Readiness Division at 703-607-5904, DSN 327-5904, or david.sheridan@us.army.mil.



CLYDE A. VAUGHN
Lieutenant General, GS
Director, Army National Guard

CF:

Each State TAG
Each State POTO
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